



STATEWIDE PERSONNEL
— S Y S T E M —

Create Position

November 2014



Table of Contents

Create Position Business Process	3
Create Position.....	5
Change Organization Assignments	10
Assign Costing Allocation	14
Create a Job Requisition.....	17
Check the Status of a Business Process	22



Create Position Business Process

Business Process Overview

A position must be created when a new position is approved through the budget process or by the agency under some authority.

The process steps in the Create Position business process are listed in the table below.

Process Steps	Role	Description
Initiate Create Position	HR Coordinator	Enter position details and restrictions.
Change Organization Assignments	HR Coordinator	Assign agency budget code and fund for the position.
Agency Approvals	HR Partner	HR Director approval.
	Appointing Authority Partner	Appointing Authority approval.
	Agency Budget/Finance Partner	Agency budget approval.
DBM Approvals	Central Class Partner	DBM CAS approval.
	Budget Administrator	DBM OBA budget approval.
Assign Costing Allocation	HR Coordinator	Assign costing allocation for the position.
Create Job Requisition	HR Coordinator	Create a job requisition to make the position available for recruitment in JobAps.

NOTE: Approval routing is based on the reason selected when initiating the business process.

Events and Reasons

Upon creating a new position in Workday, you will have to specify the reason for the position request.

Event	Reason
Create Position	Off-Cycle (BPW) Approval
	Annual Budget
	Temporary Worker
	Intern
	Non-Budgeted Permanent
	Contractual
	Split a Position
	Contingent



Before you begin...

You will need the following information to complete the Create Position process:

- Supervisory Organization
- Title of job posting
- Availability Date or Earliest Hire Date
- Job Profile (Classification/Class Title)
- Location of position
- Time Type (full time/part time)
- Worker Type (employee/contingent worker)
- Worker Sub-Type (State/Regular, Contractual, Temporary, Intern, Vendor, etc.)
- Organizations (as required), including:
 - Cost Center (Agency Budget Code and Pseudo Code)
 - Fund
 - Appointment
 - Authorized By
 - Background Check*
 - Bargaining Status
 - Budget Status
 - Check Distribution Code*
 - Compressed Work Week*
 - Check Distribution Code*
 - Essential Personnel*
 - High Risk Job*
 - Retirement System
 - Telework*
 - RSTARS Financial Agency
 - RSTARS Subprogram
 - RSTARS Unit
 - RSTARS Program
 - Authorized Percent


*Indicates an optional field. These fields should be entered when position requires the designation.

NOTE: RSTARS budget information should be obtained from your designated Budget and Finance Partner.

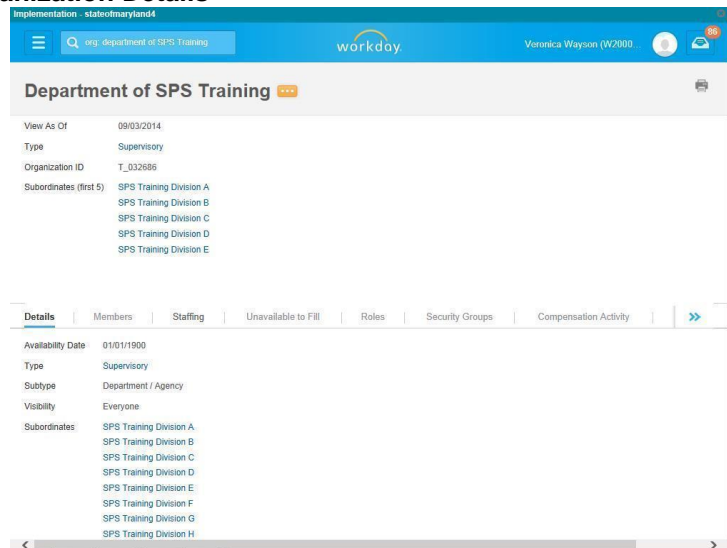
Create Position

The steps to initiate the Create Position process follow.


Procedure:

1. Type the name of the supervisory organization in the search field.
2. Click the Search  icon.
3. Click the supervisory organization hyperlink.

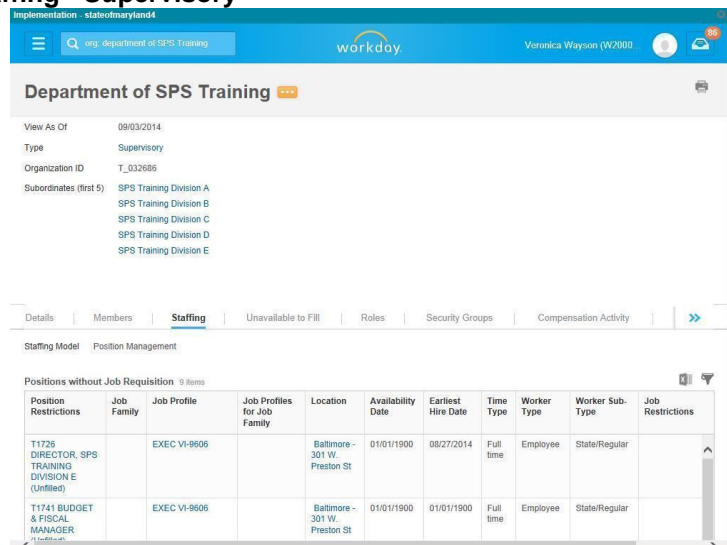
Supervisory Organization Details



The screenshot shows the 'Department of SPS Training' details in Workday. The 'Details' tab is selected, showing information such as 'View As Of' (09/03/2014), 'Type' (Supervisory), 'Organization ID' (T_032686), and a list of subordinates (SPS Training Division A through H). The 'Staffing' tab is visible at the bottom of the details section.

4. Click the Staffing  tab.

Organization Staffing - Supervisory



The screenshot shows the 'Organization Staffing - Supervisory' view for the 'Department of SPS Training'. The 'Staffing' tab is selected, displaying a table of positions without job requisitions. The table includes columns for Position Restrictions, Job Family, Job Profile, Location, Availability Date, Earliest Hire Date, Time Type, Worker Type, Worker Sub-Type, and Job Restrictions.

Position Restrictions	Job Family	Job Profile	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type	Job Restrictions
T1726 DIRECTOR, SPS TRAINING DIVISION E (Unified)	EXEC VI-9506		Baltimore - 301 W. Preston St	01/01/1900	08/27/2014	Full time	Employee	State/Regular	
T1741 BUDGET & FISCAL MANAGER	EXEC VI-9506		Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular	

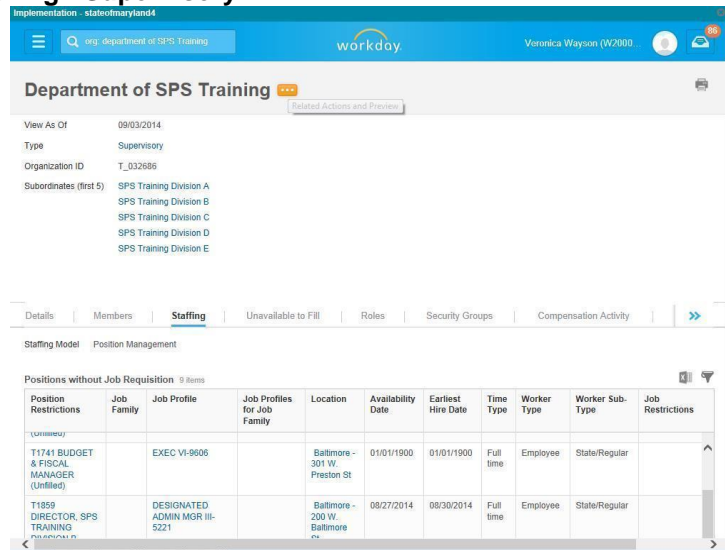
5. Review position information (i.e., “unfilled” positions and/or positions actions in progress). Determine if a position should be created.




Information: Position information that shows here includes:

- **Positions without Job Requisitions:** Indicates positions that have been created but have not been filled (via JobApps recruitment or direct hire in Workday). These positions displays as “unfilled”.
- **In Progress Position Actions:** Review Create Position events that have not been completed in Workday.

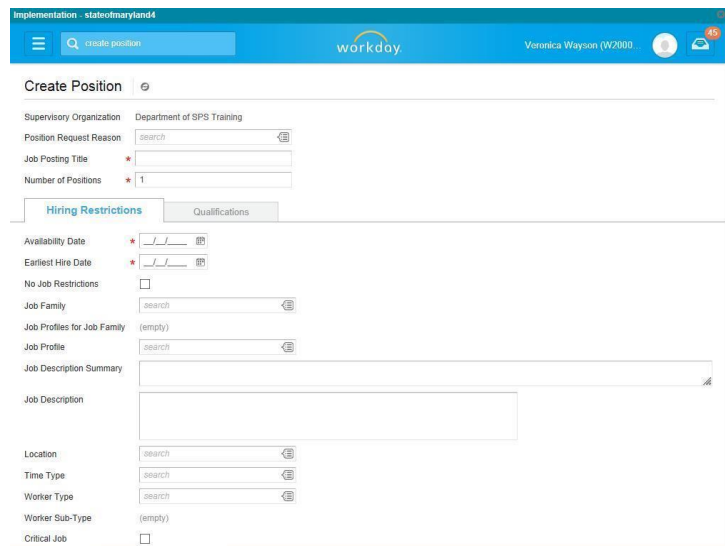
Organization Staffing - Supervisory



Position Restrictions	Job Family	Job Profile	Job Profiles for Job Family	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type	Job Restrictions
T1741 BUDGET & FISCAL MANAGER (unfilled)		EXEC VI-9605		Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular	
T1859 DIRECTOR, SPS TRAINING		DESIGNATED ADMIN MGR III-5221		Baltimore - 200 W. Baltimore St	08/27/2014	08/30/2014	Full time	Employee	State/Regular	

- To create a position, click the Related Actions and Preview  button next to the supervisory organization.
- In the menu, hover over Staffing and then click Create Position.

Create Position



Create Position

Supervisory Organization: Department of SPS Training

Position Request Reason:

Job Posting Title:

Number of Positions:

Hiring Restrictions

Availability Date:

Earliest Hire Date:

No Job Restrictions: ☐

Job Family:

Job Profiles for Job Family:

Job Profile:

Job Description Summary:

Job Description:

Location:

Time Type:

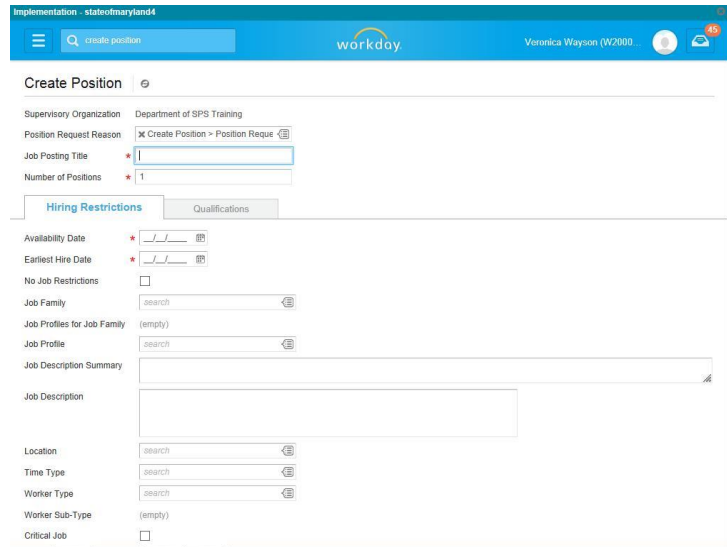
Worker Type:

Worker Sub-Type:

Critical Job: ☐

- Type or use the prompt to select the Position Request Reason.



Create Position



9. Enter the Job Posting Title.



Information: This is the Working/Business Title you will see for the event. For example: Accountant Fiscal Services.

10. Change the number of positions from "1", to another number, if applicable.
11. Use the Calendar  icon to select the Availability Date.
12. Use the Calendar  icon to select the Earliest Hire Date.



Caution: Do not enter a value in the Job Family field.

13. Type or use the prompt to select the Job Profile (Class Title).



Information: You can search in this field based on the abbreviations in the current Salary Plan and in the Workday Job Catalog.




Information: The Job Description may populate based on what is entered for the Job Profile. If it does not populate, they will have to be entered manually.

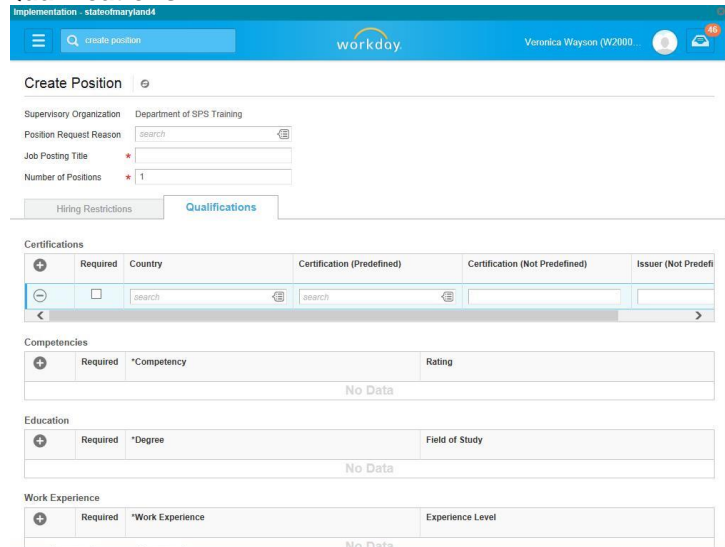
14. Type or use the prompt to select the Location.
15. Type or use the prompt to select the Time Type.
16. Type or use the prompt to select the Worker Type.
17. Type or use the prompt to select the Worker Sub-Type.



Caution: The Worker Type and Worker Sub-Type fields must correspond with the Position Request Reason entered above.

18. If you want to add qualifications to the position, including Responsibilities or Work Experience, click the Qualifications  tab.

Create Position: Qualifications



Supervisory Organization Department of SPS Training

Position Request Reason search

Job Posting Title *

Number of Positions * 1

Qualifications

Certifications

Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)
<input type="checkbox"/>	search	search		

Competencies


Required	*Competency	Rating
No Data		

Education

Required	*Degree	Field of Study
No Data		


Work Experience

Required	*Work Experience	Experience Level
No Data		

19. Click the Add Row  icon in the applicable section (i.e., Responsibilities and/or Work Experience) to add qualifications.



Information: This information comes from the MS-22 Position Description form.

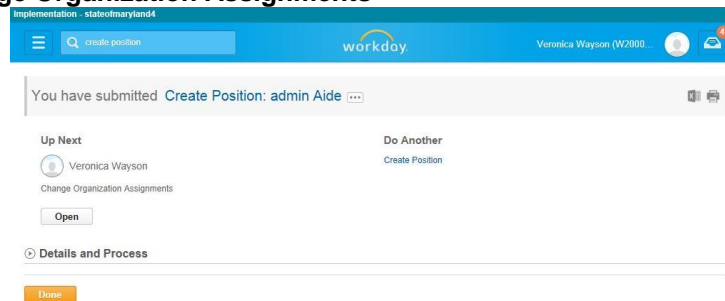
20. Click the Submit  button. This will submit the position request and route to the next step in workflow.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

Next Step: Change Organization Assignments



You have submitted **Create Position: admin Aide**

Up Next

Veronica Wayson
Change Organization Assignments
[Open](#)

Do Another

Create Position

Details and Process

[Done](#)

21. The next step in the process is Change Organization Assignments. Click the Open button to start the next task in the business process.



Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

22. The System Task is complete.

Change Organization Assignments

When a new position has been created, you must assign organizations to the position. This includes the company, cost center, fund, and other applicable organization values.

NOTE: RSTARS budget/finance codes should be obtained from your designated Budget and Finance Partner.

Procedure:



Information: If you did not assign organizations directly after creating the position, access this task from your Inbox. Look for a task that begins with "Assign Organizations: Create Position." The position name will be in the task description.

1. Complete the following fields:

Field Name	Description	Values
Company	Required. This is company name.	Enter value in Company . Example: State of Maryland
Cost Center	Required. Used for position budget reporting. They are a fifteen-digit number that combine the agency code, program, sub-program, and pseudo code used in the State of Maryland Appropriation/Budgetary Codes. This field should be completed for all Positions and will default with a value.	Enter value in Cost Center . Example: 112233445566778
Fund	Required. Used to designate the primary funding type for the Position. This field should be completed for all Positions and will default with a value.	Enter value in Fund . Example: 01 General
Appointment	Optional. Used to designate if the Position is a Special Appointment or Political Special Appointment. This field should only be completed if the Position is either of these values.	Enter value in Appointment . Example: Special Appointment
Authorized By	Required. Used to designate who authorized the creation of the Position. This field should be completed for all Positions.	Enter value in Authorized By . Example: 01 General Assembly
Authorized %	Required. Used to designate the headcount authorized for the Position. This field should be completed for all Positions.	Enter value in Authorized % Example: 100
Background Check	Optional. Used to designate if the Position requires a background check. This field should only be completed when the Position requires a	Enter value in Background Check . Example: Background Check Required



Field Name	Description	Values
	background check according to the law or as approved by DBM.	
Bargaining Status	Required. Used to designate if the Position participates in bargaining or not. This field should be completed for all Positions.	Enter value in Bargaining Status . Example: Yes or No
Budget Status	Required. Used to designate if the Position is budgeted through Position Control. This field should be completed for all Positions.	Enter value in Budget Status . Example: Budgeted Position
Check Distribution Code	Optional. Used to designate the Check Distribution Code. This field is optional depending on whether the Agency utilizes Check Distribution Codes	Enter value in Check Distribution Code . Example: 001
Compressed Work Week	Optional. Used to designate if the Position is eligible for a Compressed Work Week. This field should only be completed is the Position is eligible for a Compressed Work Week	Enter value in Compressed Work Week . Example: Eligible for Compressed Work Week
Drug Sensitive	Optional. Used to designate if the Position requires a drug screen according to the personnel drug testing regulations. This field should only be completed when the Position requires a drug screen.	Enter value in Drug Sensitive . Example: Drug Sensitive Designation
Essential Personnel	Optional. Used to designate if the Position is identified as an essential worker. This field should only be completed when the Position is essential.	Enter value in Essential Personnel . Example: Essential Personnel
High Risk Job	Optional. Used to designate if the Position is identified as high risk. This field should only be completed when the Position is high risk	Enter value in High Risk Job . Example: High Risk Job
Retirement System	Required. Used to designate the Retirement System associated with the Position. This field should be completed for all Positions.	Enter value in Retirement System . Example: 00 Not Eligible
Telework	Optional. Used to designate if the Position is eligible for a Telework. This field should only be completed is the Position is eligible for Telework.	Enter value in Telework . Example: Eligible for Telework
RSTARS Financial Agency	Required. Used to identify the RSTARS Financial Agency code. This field should be completed for all Positions, and the information should be obtained	Enter value in RSTARS Financial Agency . Example: B75

Field Name	Description	Values
	from the Agency Budget Finance Partner.	
RSTARS Subprograms	Required. Used to identify the RSTARS Subprogram. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in RSTARS Subprograms . Example: 7510
RSTARS Unit	Required. Used to identify the RSTARS Unit. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in RSTARS Unit . Example: B75801
RSTARS Program	Required. Used to identify the RSTARS Program. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in RSTARS Unit . Example: 00

NOTE: If you do not have RSTARS budget codes at the time you complete this page, they can be entered later by searching for the position and using the related actions for the position. Select Organizations and then, Change Organization Assignments.

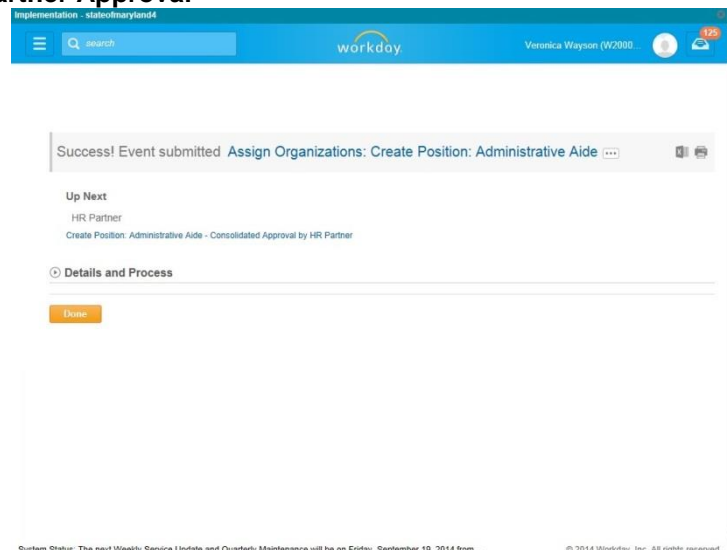
- Click the **Submit**  button.



Tip: If you do not want to submit a task at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.


Next Step: HR Partner Approval





Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.


3. The next step in the business process is HR Partner approval. Click the Done  button.
4. The System Task is complete.

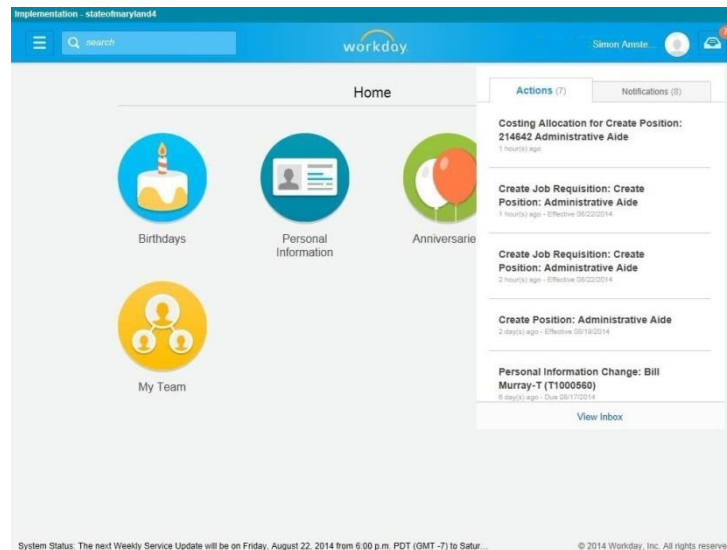
Assign Costing Allocation

After the position request has been approved, the costing allocation needs to be assigned before a job requisition is created. This step only needs to be performed if allocation is not 100% in the default fund.

A “Costing Allocation for Create Position” task will be available in your Inbox. The Job Title for the position is included in the task name.

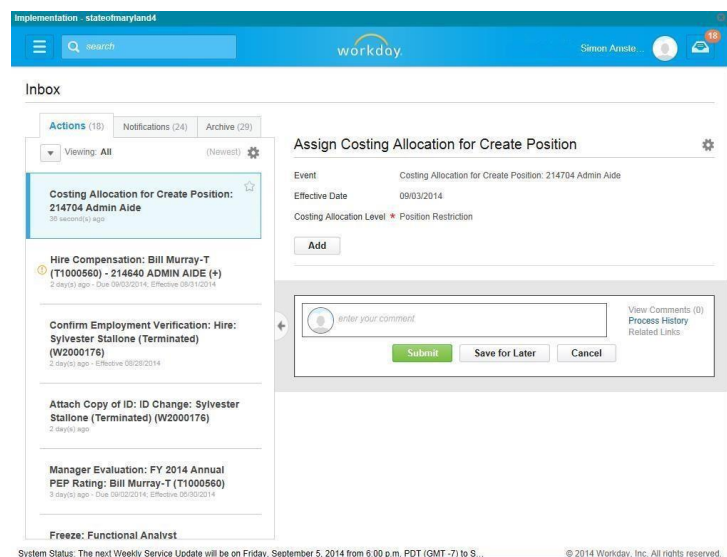
Procedure:

1. Click the **Inbox**  icon.
Home



2. Click the View Inbox  hyperlink to view task details.

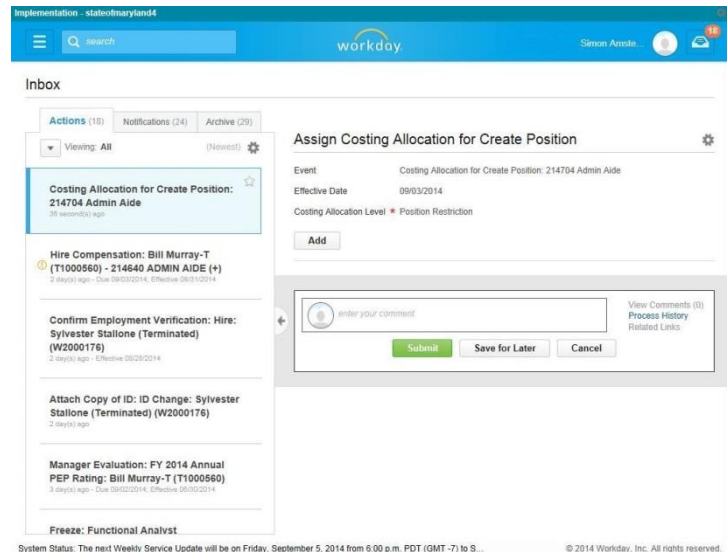
Inbox


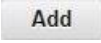


- On the Actions tab, identify and click the "Costing Allocation for Create Position" task in the list. The task will include the Job Title for the position.

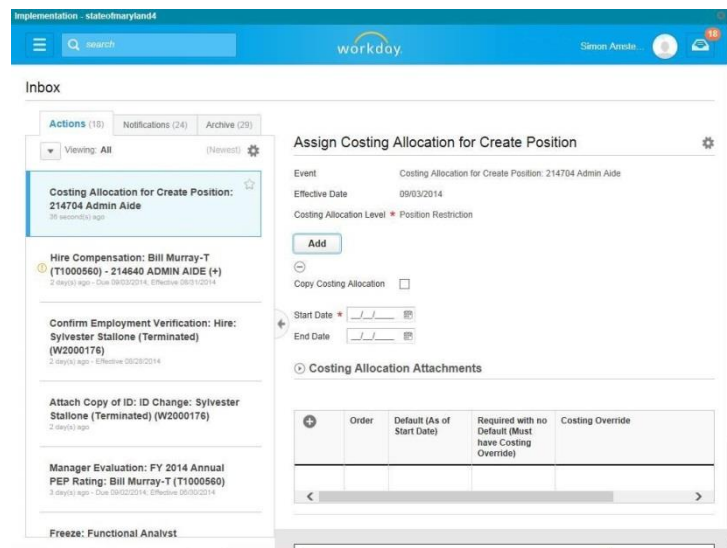




Inbox



- Click the arrow  to expand the view of the page.
- Confirm that the task contains the right position. Then, click the Add  button.

Inbox




- Use the Calendar  icon to select the Start Date.
- In the costing allocation table, click the Add a New Row  icon.
- In the Costing Override column, type or use the prompt to select the appropriate fund.

9. In the Distribution Percent column, type the distribution percent.



Information: More than one fund can be entered by adding additional rows. The fund information will come from Budget/Finance personnel. The Distribution Percent must add up to 100%.

10. To add another fund, click the Add a New Row  icon. Then enter the fund and distribution percent.

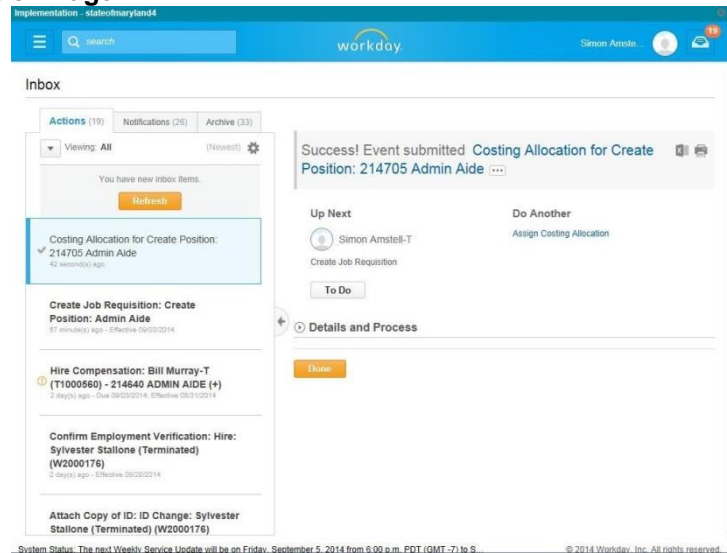
11. Click the **Submit**  button.




Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

Inbox: Confirmation Page



12. The next task displays on a new page as "Create Job Requisition." To open the task, click the To Do  button.



Information: If you want to complete the Job Requisition at a later time, click the **Done** button. The next step in the business process is for the job requisition to be created.



Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

13. The System Task is complete.

Create a Job Requisition

After the position has been created and approved, the next step in the business process is Create Job Requisition. There is an item in your Inbox to create a job requisition for the newly created position.

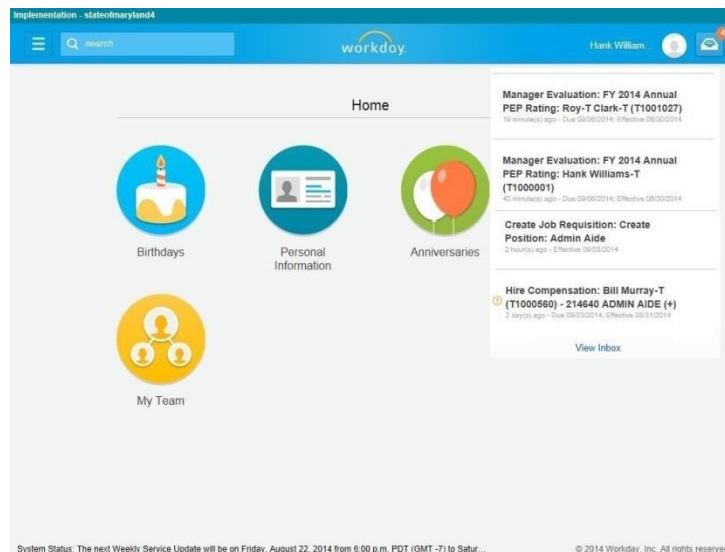
NOTE:

- Job requisitions are only completed when a recruitment is required in JobAps or if there is an overlap in a position.
- You can also create a Job Requisition for existing vacancies that require a JobAps recruitment. Search for the open position(s) on the **SPMS View All Positions** report. Use the related actions menu for that position to select **Job Change** and then **Create Job Requisition**.
- Note that a Job Requisition in Workday is different than a Job Requisition in JobAps. The Workday Job Requisition allows the position to be sent to JobAps as an available to fill position through the daily integration. The JobAps Job Requisition is used by Agencies to set up all the information regarding the recruitment process for that position in JobAps.

Procedure:

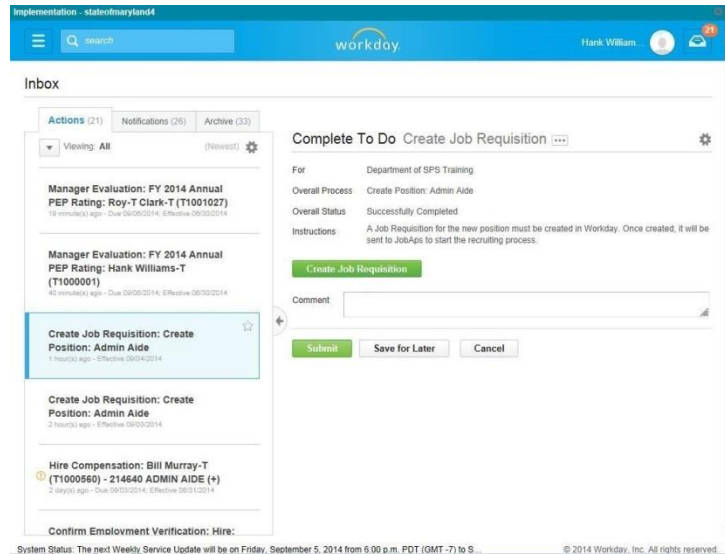
1. Click the **Inbox**  icon.

Home



2. Click the **View Inbox**  hyperlink.

Inbox



Implementation: stateofmaryland4

workday

Hank William

Inbox

Actions (21) Notifications (26) Archive (33)

Viewing All (Newest)

Manager Evaluation: FY 2014 Annual
PEP Rating: Roy-T Clark-T (T1001027)
19 minutes(s) ago - Due 08/05/2014; Effective 08/30/2014

Manager Evaluation: FY 2014 Annual
PEP Rating: Hank Williams-T (T1000001)
40 minutes(s) ago - Due 08/05/2014; Effective 08/30/2014

Create Job Requisition: Create
Position: Admin Aide
1 hour(s) ago - Effective 08/04/2014

Create Job Requisition: Create
Position: Admin Aide
2 hours(s) ago - Effective 08/03/2014

Hire Compensation: Bill Murray-T (T1000560) - 214640 ADMIN AIDE (+)
2 days(s) ago - Due 08/03/2014; Effective 08/31/2014

Confirm Employment Verification: Hire:

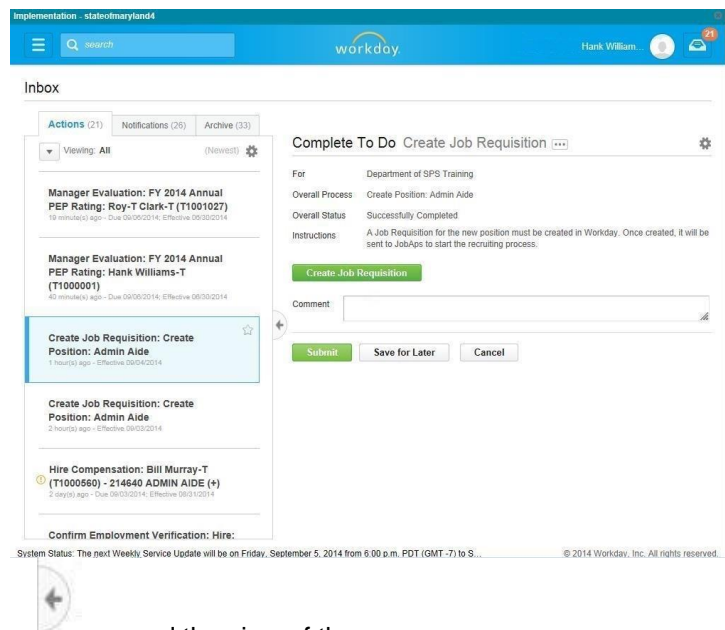
System Status: The next Weekly Service Update will be on Friday, September 5, 2014 from 6:00 p.m. PDT (GMT-7) to 9:00 a.m. PDT (GMT-8) on Saturday, September 6, 2014. © 2014 Workday, Inc. All rights reserved.

- On the Actions tab, click the "Create Job Requisition: Create Position" task for the position that you created.



Create Job Requisition: Create
Position: Admin Aide
1 hour(s) ago - Effective 08/04/2014

Inbox



Implementation: stateofmaryland4

workday

Hank William

Inbox

Actions (21) Notifications (26) Archive (33)

Viewing All (Newest)

Manager Evaluation: FY 2014 Annual
PEP Rating: Roy-T Clark-T (T1001027)
19 minutes(s) ago - Due 08/05/2014; Effective 08/30/2014

Manager Evaluation: FY 2014 Annual
PEP Rating: Hank Williams-T (T1000001)
40 minutes(s) ago - Due 08/05/2014; Effective 08/30/2014




Create Job Requisition: Create
Position: Admin Aide
1 hour(s) ago - Effective 08/04/2014

Create Job Requisition: Create
Position: Admin Aide
2 hours(s) ago - Effective 08/03/2014

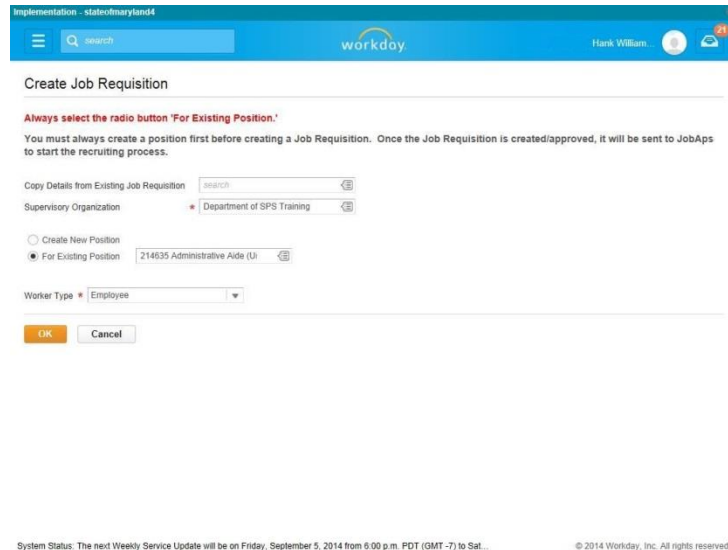
Hire Compensation: Bill Murray-T (T1000560) - 214640 ADMIN AIDE (+)
2 days(s) ago - Due 08/03/2014; Effective 08/31/2014

Confirm Employment Verification: Hire:

System Status: The next Weekly Service Update will be on Friday, September 5, 2014 from 6:00 p.m. PDT (GMT-7) to 9:00 a.m. PDT (GMT-8) on Saturday, September 6, 2014. © 2014 Workday, Inc. All rights reserved.

- Click the arrow  to expand the view of the page.
- Confirm that the task selected is for the right position. Then, click the Create Job Requisition  button.
- Type or use the prompt to select the Supervisory Organization where the position belongs.
- Click the **For Existing Position**  radio button.
- Type or use the prompt to select the Existing Position. This is the position you created.

Create Job Requisition



Implementation - stateofmaryland4

workday

Hank Williams

Create Job Requisition

Always select the radio button 'For Existing Position.'

You must always create a position first before creating a Job Requisition. Once the Job Requisition is created/approved, it will be sent to JobAps to start the recruiting process.

Copy Details from Existing Job Requisition

Supervisory Organization Department of SPS Training


☐ Create New Position

☒ For Existing Position 214635 Administrative Aide (U)

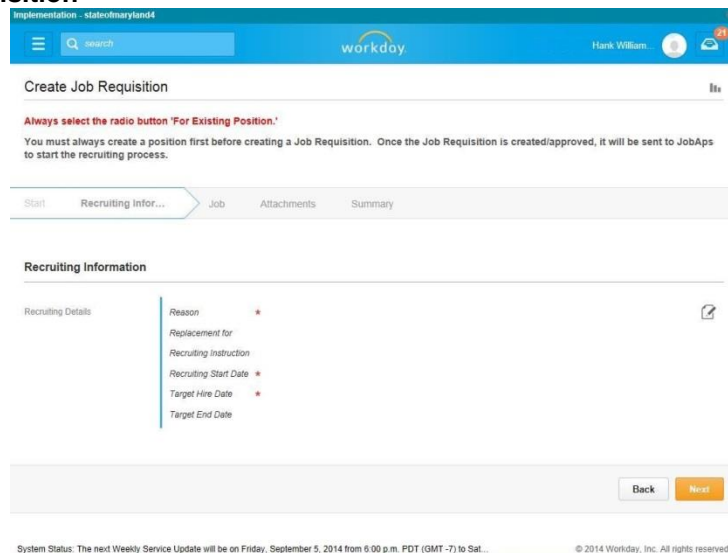
Worker Type Employee

OK Cancel

System Status: The next Weekly Service Update will be on Friday, September 5, 2014 from 6:00 p.m. PDT (GMT -7) to Sat... © 2014 Workday, Inc. All rights reserved.

9. Type or use the prompt to select the Worker Type. This should be the same worker type entered for the position.
10. Click the **OK**  button.

Create Job Requisition



Implementation - stateofmaryland4

workday

Hank Williams

Create Job Requisition

Always select the radio button 'For Existing Position.'

You must always create a position first before creating a Job Requisition. Once the Job Requisition is created/approved, it will be sent to JobAps to start the recruiting process.

Start Recruiting Information... Job Attachments Summary

Recruiting Information

Recruiting Details

Reason Replacement for

Recruiting Instruction





Recruiting Start Date

Target Hire Date

Target End Date

Back Next

System Status: The next Weekly Service Update will be on Friday, September 5, 2014 from 6:00 p.m. PDT (GMT -7) to Sat... © 2014 Workday, Inc. All rights reserved.

11. In the Recruiting Details section, click the Edit  icon. Fields in this section will open to be updated.
12. Type or use the prompt to select the JobAPs > JobAPs Recruitment Reas
13. Use the Calendar  icon to select the Recruiting Start Date.
14. Use the Calendar  icon to select the Target Hire Date.
15. Click the **Next**  button.

Create Job Requisition

education

2. Thirty credit hours with a major in secretarial science or office technology from an accredited college may be substituted at the rate of thirty credits for one year of experience for up to two years of the required experience.

LICENSES, REGISTRATIONS AND CERTIFICATIONS

NOT APPLICABLE

SPECIAL REQUIREMENTS

Demonstrated ability to accurately type on a typewriter or keyboard on a personal computer, computer terminal or word processor at a minimum of forty words per minute may be required, depending on the specific requirements of the position.

Job Description

Job Families for Job Profile Administrative Support-B; DBED Spec Cond/Ind Auth; DLLR Spec Cond/Ind Auth for UI; DLLR Spec Cond/Ind Auth for Workforce Dev; Downgrade: Legal Secretary; MRE Spec Cond/Ind Auth; MIA Spec Cond/Ind Auth

Worker Sub-Type State/Regular

Time Type Full time

Primary Location Baltimore - 417 E. Fayette St

Additional Locations

Scheduled Weekly Hours 40

Work Shift

Compensation Details Compensation Grade Standard Salary Schedule

Back Next

16. Review the information on the Job page. Then, click the Next  button.

Create Job Requisition

Implementation - stateofmaryland4

workday

Hank William

Create Job Requisition

Always select the radio button 'For Existing Position.' You must always create a position first before creating a Job Requisition. Once the Job Requisition is created/approved, it will be sent to JobAps to start the recruiting process.


Start Recruiting Informa... Job Attachments Summary

Attachments

Documents

Back Next

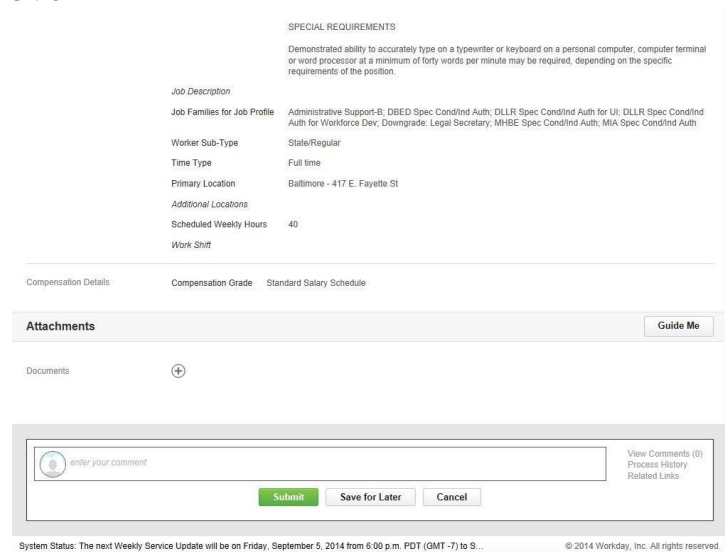
System Status: The next Weekly Service Update will be on Friday, September 5, 2014 from 6:00 p.m. PDT (GMT-7) to Sat... © 2014 Workday, Inc. All rights reserved.

17. No attachments are necessary. Click the Next  button.



Information: The Summary page displays all information that you entered on the previous pages.

Create Job Requisition



SPECIAL REQUIREMENTS
Demonstrated ability to accurately type on a typewriter or keyboard on a personal computer, computer terminal or word processor at a minimum of forty words per minute may be required, depending on the specific requirements of the position.

Job Description
Job Families for Job Profile: Administrative Support-B; DBED Spec Cond/Ind Auth; DLLR Spec Cond/Ind Auth for UI; DLLR Spec Cond/Ind Auth for Workforce Dev, Downgrade; Legal Secretary; MHBE Spec Cond/Ind Auth; MIA Spec Cond/Ind Auth

Worker Sub-Type
State/Regular

Time Type
Full time

Primary Location
Baltimore - 417 E. Fayette St

Additional Locations
Scheduled Weekly Hours: 40

Work Shift

Compensation Details
Compensation Grade: Standard Salary Schedule

Attachments
Documents: +

Comment Box
enter your comment
Submit Save for Later Cancel

System Status: The next Weekly Service Update will be on Friday, September 5, 2014 from 6:00 p.m. PDT (GMT -7) to S...

© 2014 Workday, Inc. All rights reserved.

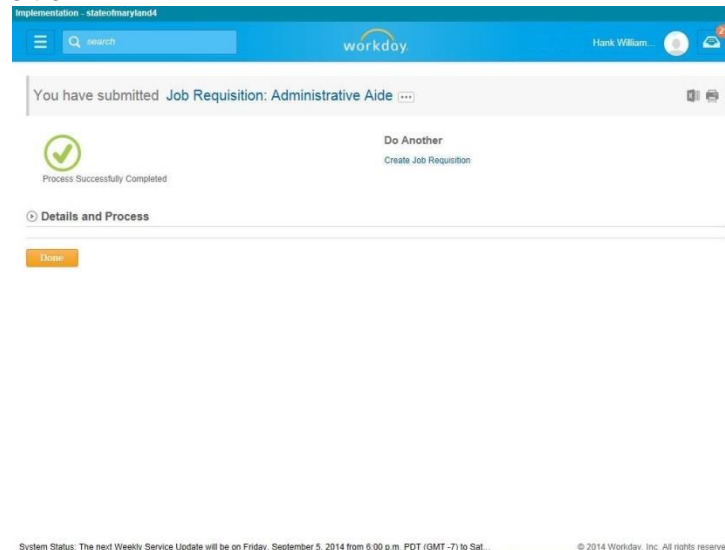
18. Click the **Submit** button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

Create Job Requisition



Implementation - stateofmaryland

workday Hank William

You have submitted Job Requisition: Administrative Aide ...

Process Successfully Completed

Do Another
Create Job Requisition

Details and Process

Done

System Status: The next Weekly Service Update will be on Friday, September 5, 2014 from 6:00 p.m. PDT (GMT -7) to Sat...

© 2014 Workday, Inc. All rights reserved.

19. Click the **Done** button.



Information: This is the last step of this business process. The Hire business process will be used to hire someone in to the position. See the *Hire* user guide for more details.

20. The System Task is complete.

Check the Status of a Business Process

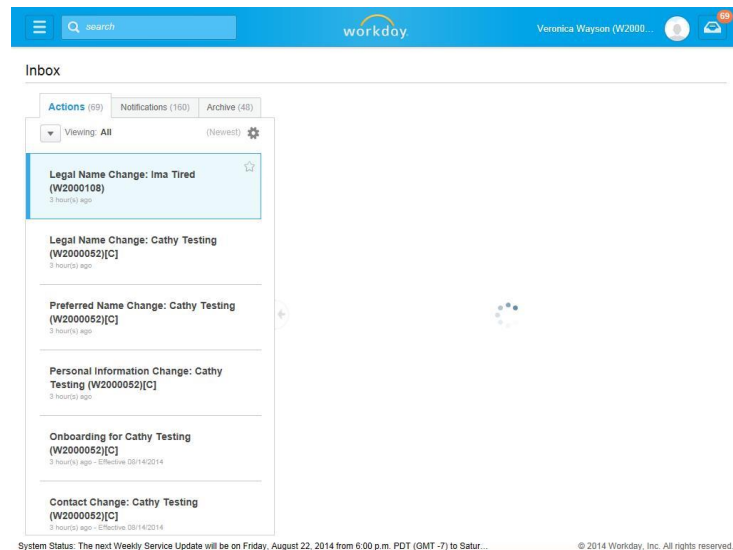
The status of a business process event can be checked at any time by going to the **Archive** tab within the Inbox of the person who initiated the event.

The procedure to check the status of a business process event follows.

Procedure:

1. Select the Inbox  button.
2. Click the **View Inbox**  hyperlink.

Inbox

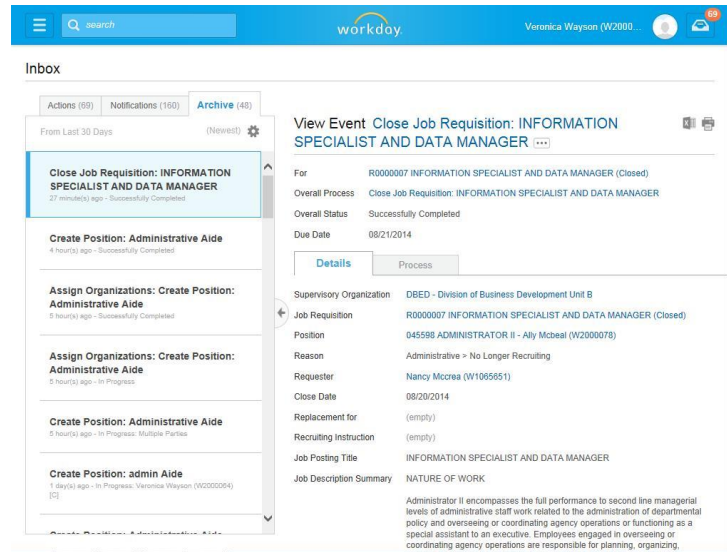


3. Click the **Archive**  tab.



Information: The **Archive** tab shows all items initiated by you. You can select an item and view the status on the right hand side of the screen.

Inbox



The screenshot shows the Workday interface. On the left is the 'Inbox' with a list of actions. The main panel displays the details for a 'View Event Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER'. The 'Details' tab is active, showing information such as Supervisory Organization (DBED - Division of Business Development Unit B), Job Requisition (R0000007), Position (045586 ADMINISTRATOR II - Ally Mcbeal), Reason (Administrative > No Longer Recruiting), Requester (Nancy Mocrea), Close Date (08/20/2014), and Job Description Summary (NATURE OF WORK).

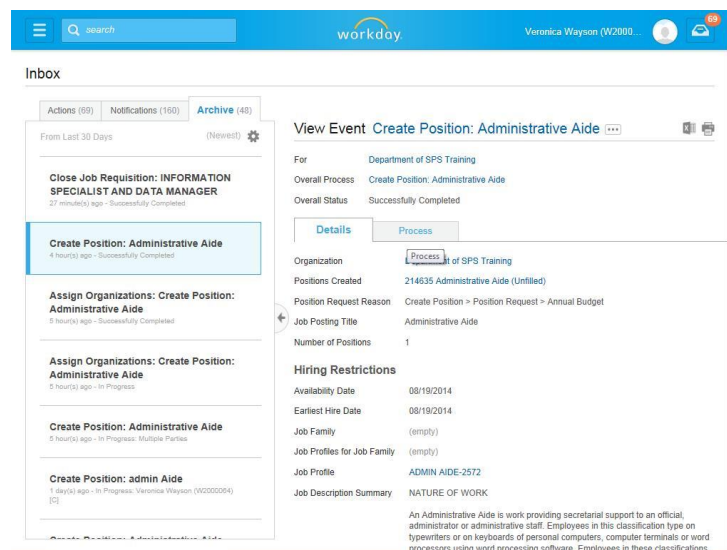
4. Select the item for which you want to view status.
5. Review the transaction details on the Details tab, if desired.
6. Review the Overall Status field at the top-left side of the transaction page.



Information: The overall status of a business process displays as....

- “Successfully Completed” when required steps in the process are have been completed.
- “In Progress” when there are some tasks awaiting action by someone in the business process routing.

Inbox



The screenshot shows the Workday interface. On the left is the 'Inbox' with a list of actions. The main panel displays the details for a 'View Event Create Position: Administrative Aide'. The 'Details' tab is active, showing information such as Organization (Department of SPS Training), Positions Created (214535 Administrative Aide (Unfilled)), Position Request Reason (Create Position > Position Request > Annual Budget), Job Posting Title (Administrative Aide), Number of Positions (1), Hiring Restrictions (Availability Date: 08/19/2014, Earliest Hire Date: 08/19/2014), Job Family (empty), Job Profiles for Job Family (empty), Job Profile (ADMIN AIDE-2572), and Job Description Summary (NATURE OF WORK).

7. To view the status of individual tasks in a business process, click the **Process**



Inbox

Inbox

Actions (59) Notifications (160) Archive (45)

From Last 30 Days (Newest)

Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER
50 minute(s) ago - Successfully Completed

Create Position: Administrative Aide
4 hour(s) ago - Successfully Completed

Assign Organizations: Create Position: Administrative Aide
4 hour(s) ago - Successfully Completed

Assign Organizations: Create Position: Administrative Aide
5 hour(s) ago - In Progress

Create Position: Administrative Aide
5 hour(s) ago - In Progress: Multiple Parties

Create Position: admin Aide
1 day(s) ago - In Progress: Veronica Wayson (W2000064) [C]

Create Position: Administrative Aide
1 day(s) ago - In Progress: Veronica Wayson (W2000064) [C]

View Event Create Position: Administrative Aide ...

For Department of SPS Training

Overall Process Create Position: Administrative Aide

Overall Status Successfully Completed

Details Process

Process History 9 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Create Position	Create Position	Step Completed	08/19/2014 08:58:40 AM		Veronica Wayson (W2000064) [C]	
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Submitted	08/20/2014 09:35:42 AM		Veronica Wayson (W2000064) [C] (Initiator)	
Create Position	Consolidated Approval by HR Partner	Approved	08/20/2014 10:09:30 AM		Tuba Bayu (T1000442) (HR Partner)	
Create Position	Consolidated Approval by Appointing Authority Partner	Approved	08/20/2014 10:11:06 AM		Bill Murray-T (T1000560) (Appointing Authority Partner)	
Create Position	Consolidated Approval by Budget and Finance Partner	Not Required				
Create	Review	Approved	08/20/2014		Bill Murray-T	

8. Review the status, which steps have been completed/not completed and who has the step for action.
9. The System Task is complete.